



St Francis Xavier Primary School

Working with Children Check Policy

Rationale

St Francis Xavier Primary School is committed to providing a child safe environment and takes active steps to ensure any person authorised to conduct 'child connected works' does not pose a risk to their safety or welfare. To achieve this, the school implements screening processes, including Working with Children Checks (WWCC), to assess and verify their suitability.

St Francis Xavier Primary School must ensure that non-teaching staff, contractors, volunteers and visitors are of suitable character and do not have a relevant criminal record that poses an unjustifiable risk to children.

Teaching Staff & Casual Relief Teachers who are registered with the Victorian Institute of Teaching (VIT) have undergone criminal record checks via their annual registration.

Purpose:

A 'Working with Children Register' is maintained by St Francis Xavier Primary School. To apply for a 'Working with Children Check' (W.W.C.), adults 18 years and over need to log on to the Working with Children website <http://www.workingwithchildren.vic.gov.au>. It is an Australian Government requirement that all non-teaching staff, volunteers and other visiting adults (including tradespeople) who will have direct contact with students at our school, must apply for a Working with Children Check prior to working or visiting our School.

Definitions

Child Connected Work: Work authorised by the school's Principal, members of the Leadership Team or School Advisory Council performed by an adult in the school environment, while children are present or are reasonably expected to be present.

Child Related Works: Work within one or more of the occupational fields defined in the Act where the contact with a child is unsupervised, direct, and part of a person's duties.

Working with Children's Check: Screens an applicant or cardholder's criminal record. If the Check identifies serious sexual, violent or drug offences, or adverse professional reports, the department assesses these to determine if the person will pass the 'Check'.

Implementation:

St Francis Xavier School Principal and/or members of the school's Leadership Team will ensure that any person authorised to participate in 'child connected works' is aware of their requirement to obtain and maintain a current Working with Children's Check (WWCC).

It will be the School Office Manager's/or nominee responsibility to maintain the register for non-teaching staff and other persons. Upon receipt of the WWCC, School Office Manager's/or nominee will ensure that the check is current, within 5 years of issue, and will enter the relevant information into the school's data base.

Periodically the School Office Manager/or nominee will audit the register to ascertain which checks are approaching expiry and these people shall be notified accordingly.

Responsibilities

It is the responsibility of non-teaching staff, contractors, volunteers and visitors to:

- Apply for and receive a WWCC prior to expressing an interest and beginning to participate in 'child connected works'. Working with Children website <http://www.workingwithchildren.vic.gov.au>. The school will provide guidance on how to apply for a WWCC to all new parents & staff members to the school;
- Provide St Francis Xavier Primary School with a copy of the successful WWCC card prior to commencement;
- Have St Francis Xavier Primary School listed in the 'Details of Organisation';
- Notify the Principal immediately if there has been a change in circumstances, i.e. if they have been charged or found guilty of a relevant offence or if their WWCC has been suspended;
- Apply for a new WWCC before their card expires

Employee & Volunteer WWCC

- ❖ Non-Teaching Staff & Contractors are required to maintain an 'Employee WWCC'.
- ❖ Volunteers and Visitors are required to maintain a 'Volunteer WWCC'. These checks are free of charge.
- ❖ Volunteers and Visitors can apply to change from a 'Volunteer WWCC' to an 'Employee WWCC' via the *Working with Children* website <http://www.workingwithchildren.vic.gov.au>

PLEASE NOTE: Non-Teaching Staff & Contractors are not permitted to conduct 'child connected works' with a 'Volunteer WWCC'.

CRT, Teacher & Police Volunteer

Casual Relief Teachers engaged by the school must ensure that they maintain current Victorian Institute of Teaching (VIT) Registration and provide a copy of their Registration Card upon entry to the school. Where the school employs CRT's via an agency, this requirement will be communicated to the agency prior to engagement.

Parents or other members of the school community who maintain current VIT Registration do not require a WWCC. They must; however, provide a copy of their Registration Card to the school prior to being authorised to participate in 'child connected works'.

Parents or other members of the school community who are acting members of Victoria Police or the Australian Federal Police (AFP) do not require a WWCC. They must, however, show their identification to the School Office Manager/or nominee prior to being authorised to participate in 'child connected works'.

Maintaining Records

St Francis Xavier Primary School will ensure the currency of WWCC at the commencement of each school year and periodically (once a term) subsequent to this. The assessment of currency will identify WWCCs that have expired or are due to expire. The school will make direct contact with the WWCC card holder prior to expiry to inform them that their WWCC requires renewal.

PLEASE NOTE Non-teaching staff, contractors, volunteers or visitors are not permitted to participate in 'child connected works' where their WWCC has expired. They will only be permitted to recommence 'child connected works' upon successfully reapplying for a WWCC and by providing a copy of their new WWCC to the school.

WWCC - Register								Child Safety Code of Conduct (COC)			
Surname	First Name	WWCC Number	Relationship with School	WWCC / CRC Issue Date	Expiry Date (5 Years)	WWCC / CRC Renewal Due	Copy Taken	Child Safety COC Read & Signed	Expiry Date (1 Years)	CSS-COC Renewal Due	Copy Taken
Beck	Justine	01681548-02	Non-Teaching	26/06/2014	25/06/2019	DUE IN 843 DAYS	Click to View	14/02/2017	14/02/2018	DUE IN 347 DAYS	Click to View
Demarte	Matt	03142932-02	Non-Teaching	19/05/2016	18/05/2021	DUE IN 1536 DAYS	Click to View	14/02/2017	14/02/2018	DUE IN 347 DAYS	Click to View
Ellis	Karen		Non-Teaching			-	Click to View			-	Click to View
Haesler	Joel	03851176-01	Non-Teaching	22/01/2013	21/01/2018	DUE IN 323 DAYS	Click to View	13/02/2017	13/02/2018	DUE IN 346 DAYS	Click to View
Hocking	Carolyn	00247935-02	Non-Teaching	7/12/2012	6/12/2017	DUE IN 277 DAYS	Click to View	14/02/2017	14/02/2018	DUE IN 347 DAYS	Click to View
Jackson	Kaycee	0752858A-01	Non-Teaching	14/07/2016	13/07/2021	DUE IN 1592 DAYS	Click to View			-	Click to View

Privacy

St Francis Xavier Primary School applies stringent practices to ensure the security and privacy of all information collected, used, retained or disposed of in accordance with requirements of the Victorian Government's Privacy and Data Protection Act 2014.

References:

- [Ministerial Order No. 870- Child Safe Standards -Managing the risk of child abuse in schools](#)
- [Victorian Government Privacy And Data Protection Act 2014](#)
- [Victorian Government Working With Children's Act 2005](#)
- [Working With Children Check Website](#)